

Girl Scouts Louisiana East

Corporate Headquarters

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customercare@gsle.org

Regional Service Center

545 Colonial Drive, Baton Rouge, LA 70806
(225) 927-8946 (800) 644-7571 F (225) 927-8402

Troop Disbanding Notice and Procedure

Within 30 days of the last troop meeting, complete both sides of this form and submit to the Service Unit Administrator or Membership Executive with Troop Budget/Actual Report, most recent bank statement, and all bank account materials including checkbook, check supply, and ATM/Debit cards.

Troop# (all 5 numbers) _____ Service Unit# (begins with 1, 2, 3, or 4) _____ Date: _____
Troop will/did disband

Leader Name _____ Cell# with Area Code _____

Please indicate the number of girls at each level:

Daisy: _____ Brownie: _____ Junior: _____ Cadette: _____ Senior: _____ Ambassador: _____

Reason for Disbandment:

(Check here if reason is confidential and you want a staff member to contact you.)

GSLE recommends that all girls are re-registered for an additional year to allow them the opportunity to participate in Girl Scouts as a Juliette or in another Troop.

Troop Funds: Check all that apply.

- Used remaining funds to re-register girls.
- Check made payable to "Girl Scouts Louisiana East"
- Transferred with girls to Troop(s) # _____
- Donated towards Service Unit Annual Family Giving Goal
- Funds expended on end of year troop activities

Troop Equipment:

- Girl Health History and Badge records have been given to Girl Scouts family
- Troop owned inventory has been dispersed as follows:
 - ◆ Troop Books: Service Unit Troop _____ Council
 - ◆ Camping Equipment: Service Unit Troop _____ Council
 - ◆ Craft materials, program supplies: Service Unit Troop _____ Council

This report is not complete until you list the placement of girls in the troop on the reverse side of this form.

Leader Signature

Date

SU/Office Use Online

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> All girls accounted for | <input type="checkbox"/> Checkbook/Register submitted | <input type="checkbox"/> Year End Review Form | <input type="checkbox"/> All forms submitted |
| <input type="checkbox"/> Funds to new troop(s) | <input type="checkbox"/> Bank Account Closed | | |
| Date Service Unit Administrator Rec'd _____ | | Date Disband completed _____ | |
| Date Membership Executive Rec'd _____ | | Date updated in Salesforce _____ | |

